

BUDGET AND ADMINISTRATIVE ANALYST

NATURE OF WORK

This is responsible professional work involving the study of administrative systems, policies, procedures and organization, and the preparation and administration of the municipal budget.

Work involves responsibility for the performance of various complex analytical assignments which includes analyzing annual departmental budget requests and preparing budget materials for review; analyzing departmental programs, projects and activities as they pertain to efficient utilization of resources, materials and personnel; preparing reports of survey results and recommending corrective measures. Employees in this class are expected to exercise considerable independent judgment and initiative in performing assigned duties, incorporating sound governmental budgeting and accounting principles into the budget process. Supervision is received from the Budget Officer with work being reviewed in the form of reports, conferences, departmental budgets and accuracy of results obtained. Supervision may be exercised over clerical staff.

EXAMPLES OF WORK PERFORMED

Analyzes annual departmental budget requests and assists in the preparation of the annual budget; analyzes costs of departmental programs, activities and procedures; makes recommendations to promote effective and economical operations; analyzes departmental requests for additional materials and equipment and makes recommendations pertaining to such requests.

Implements newly adopted budgets for the ensuing fiscal year into the City accounting system.

Incorporates provisions of labor contracts into the City's budgetary system.

Performs work flow measurement and work simplification studies and recommends corrective measures.

Develops and implements integrated systems for departments to utilize in developing their budget requests.

Prepares estimates of revenues and expenditures as they pertain to the preparation and administration of the municipal budget.

Analyzes departmental programs and activities and prepares recommendations for the efficient utilization of all resources.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods and procedures of budgeting and of the principles of management and organization as they pertain to the budgeting process.

Considerable knowledge of the principles and practices of public administration, budget preparation and administration, and organization and management analysis techniques.

Ability to prepare comprehensive analyses, evaluations and recommendations pertaining to the City budget.

Ability to organize, prepare and present effective oral and written recommendations and reports.

Ability to establish and maintain effective working relationships with governmental officials, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business or public administration, public finance, accounting or related field plus considerable experience in public budget, management and administrative analysis as well as accounting and fiscal operations.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business or public administration, public finance, accounting or related field plus some experience in public finance, management and administrative analysis, as well as accounting and fiscal operations; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

9/86
Title Change: 9/2000

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